

-JOB POSTING NOTICE (EOE)-

CLOSING DATE: 03/26/15 (4:30 PM)

STATE JOB TITLE: HUMAN SERVICES COORD I			STATE JOB CLASS: GA50	
BAND: 05	SALARY RANGE	\$ 031805 - \$ 058848	SPECIAL INCENTIVE: NO	
LEVEL: B	SALARY RANGE	\$ 033082 - \$ 052366	SCEIS POSITION #:	61016756

AGENCY PREFERRED QUALIFICATIONS:

A BACHELOR'S DEGREE AND TWO (2) YEARS OF CASE MANAGEMENT AND CRIMINAL JUSTICE RELATED EXPERIENCE. LAPTOP COMPUTER SKILLS REQUIRED.

DESCRIPTION OF DUTIES:

SERVE AS CASE MANAGER FOR YOUNG OFFENDERS UNDER INTENSIVE SUPERVISION. DEVELOP/MAINTAIN AN UPDATED CASE MANAGEMENT PLAN FOR EACH OFFENDER. BROKER COMMUNITY RESOURCES/SERVICES, DEVELOP RESOURCES WHERE GAPS EXIST. UTILIZE A WEB-BASED DATABASE TO DOCUMENT SERVICES. UTILIZE GRADUATED RESPONSES TO DETER NON-COMPLIANCE AND INCENTIVES TO PROMOTE POSITIVE BEHAVIOR. DEVELOP A COMMUNITY PLANNING AND REVIEW (PRT) TEAM CONSISTING OF HUMAN SERVICE ORGANIZATIONS, LAW ENFORCEMENT, SERVICE PROVIDERS, ETC. COORD. MONTHLY PRT MEETINGS IN ORDER TO UPDATE EACH OFFENDER'S CASE MANAGEMENT PLAN AND COORD. REFERRALS/SERVICES. WORK IN CONJUNCTION WITH SCDC INSTITUTIONAL STAFF TO DEVELOP A REENTRY PLAN PRIOR TO EACH OFFENDER'S RELEASE. MAKE AT LEAST MONTHLY VISITS TO THE OFFENDER'S ASSIGNED INSTITUTION TO CONSULT WITH OFFENDER AND STAFF WELL IN ADVANCE OF RELEASE. PARTICIPATE IN JOB-RELATED TRAINING AS REQUIRED. PERFORM OTHER DUTIES AS ASSIGNED BY REGIONAL REENTRY COORDINATOR. MUST WORK FLEXIBLE HOURS (NIGHTS, WEEK-ENDS, HOLIDAYS)

COMMENTS:

POSITION WILL COVER THE BERKELEY COUNTY AREA OF THE LOW COUNTRY REGION OF YOUNG OFFENDER PAROLE AND REENTRY SERVICES. RESUME REQUIRED.